

REGULAR CALLED MEETING BOARD OF DIRECTORS

Boardroom

December 20, 2022

5:30 p.m.

AGENDA

1. Call to Order Mayor Scott Byrd
2. Invocation
3. Approval of Board Minutes from December 6, 2022 – Mayor Byrd
4. Consideration of Ordinance to amend Purchase Authority – Gary Brinkley
5. Consideration of Ordinance to Rezone 1019 N. 10th St. – Gary Brinkley
6. Consideration of Accepting 2023 Property Insurance Bid – Gary Brinkley
7. Tyler Technologies Agreement – Shacresha Wilson / Gary Brinkley
8. Consider Resolution to Adopt 2023 Budget – Gary Brinkley/Shacresha Wilson
9. Approval of 2023-2024 Holiday List – Gary Brinkley/ Samantha Roybal
10. City Manager's Report – Gary Brinkley
11. Routine Business – Mayor Byrd
12. Adjournment – Mayor Byrd

Regular Meeting: Citizens speaking to the Board of Directors shall have a speaking time limit of 10 minutes. The Board of Directors may ask follow up questions which may extend the time limit.

Open Session Forum: Speaking time limit is 5 minutes a speaker may not yield his or her time to another speaker

**REGULAR CALLED MEETING
BOARD OF DIRECTORS**

Board Room

December 6, 2022

5:30 P.M.

MEMBERS:

Taylor Chaney, *Ward 1 Director*
Chris Porter, *Ward 2 Director (absent)*
Keith Crews, *Ward 3 Director*
Reo Cummings, *Ward 4 Director*
Jason Jones, *Ward 5 Director*
Roland Gosey, *Assistant Mayor*
Scott Byrd, *Mayor*

OTHERS:

Gary Brinkley, *City Manager*
Samantha Roybal, *City Clerk*

CALL TO ORDER

The Mayor called the meeting to order at 5:30 p.m.

The Mayor announced a quorum was present.

INVOCATION

Assistant Mayor Gosey

APPROVAL OF BOARD MINUTES FROM NOVEMBER 15, 2022

A motion was made by Director Jones, seconded by Director Cummings to approve the minutes from the November 15, 2022 Board Meeting.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Aye"		

APPROVAL OF CHANGE ORDER #1 HENDERSON STREET DRAINAGE PROJECT

Mr. Brinkley requested the Board approve the change order in the amount of \$26,910.00 for the stabilization of areas along the Henderson Street drainage system.

A motion was made by Director Jones, seconded by Director Cummings to approve change order #1 for the Henderson Street drainage system.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Aye"		

APPROVAL OF BID FOR POLICE/FIRE COMMUNICATIONS TOWER BID

Mr. Brinkley presented the Board with a bid from Midway Electronics in the amount of \$287,600.00 which is the alternate bid for a tower with solid legs.

A motion was made by Director Crews, seconded by Director Jones to approve the bid from Midway Electronics in the amount of \$287,600.00 for the new communications tower.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Aye"		

RESOLUTION TO ACCEPT THE DEPARTMENT OF SAFETY GRANT

The Arkadelphia Police Department is a recipient of the 2022 Public Safety Equipment Grant in the amount of \$90,247.96. Chief Jackson made a presentation on what the funds would be used to acquire.

A motion was made by Director Cummings, seconded by Director Crews to approve the resolution to accept the grant in the amount of \$90,247.96.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Aye"		

CONSIDERATION OF ORDINANCE TO AMEND PURCHASE AUTHORITY

Mr. Brinkley requested the Board approve the ordinance amending the purchasing order thresholds before bidding is required. The ordinance would amend the spending limits purchasing authority on goods and services from \$20,000.00 to \$35,500.00 increasing and \$35,000.00 to \$50,000.00 for buildings/permanent public improvements without activating the bidding requirement process. This is in keeping with state law.

A motion was made by Director Jones, seconded by Director Crews to place the ordinance on its first reading.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Aye"		

The Mayor called for the Clerk to read the ordinance.

The Clerk read the ordinance.

A motion was made by Director Crews seconded by Assistant Mayor Gosey to place the Ordinance on its second reading, title only.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Aye"		

ARDOT AGREEMENT 6TH STEET

Mr. Brinkley presented the Board with a formal agreement with ArDOT to remove 6th street from the State portfolio and added to the City's portfolio.

A motion was made by Director Jones seconded by Director Chaney to approve the 6th street agreement.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Aye"		

APPROVAL OF FINANCING NEW SANITATION FRONT-LOAD TRUCK

Mr. Brinkley requested the Board approve the bid from Southern Bancorp in the amount of \$335,000.00 with 24 monthly payments at a 4.79% interest rate for the purchase of a new Sanitation front end loader.

A motion was made by Director Jones seconded by Assistant Mayor Gosey to approve the bid from Southern Bancorp in the amount of \$335,500.00 with 24 months at a 4.79% interest rate.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Aye"		

APPROVAL OF LEASE FOR SANITATION FRONT LOAD TRUCK

Mr. Brinkley presented the Board with a new lease agreement with Arkansas Municipal Equipment for the replacement of the Sanitation front end loader that was totaled in an accident on November 17th. Arkansas Municipal Equipment will be replacing the totaled front loader with a 2023 Peterbilt 537 (VIN#3BPNLJOX6PF113670).

A motion was made by Director Jones seconded by Assistant Mayor Gosey to approve the new lease agreement with Arkansas Municipal Equipment for a new 2023 Peterbilt 537 (VIN#3BPNLJOX6PF113670).

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Aye"		

REZONING ORDINANCES WINGFIELD'S PROPERTY

The Planning Commission held a public hearing on November 10, 2022, and voted to recommend the approval of the rezoning of 1019 N. 10th Street from currently zoned Residential (R-3) to rezoned Highway Commercial (C-2). Mr. Brinkley presented the Board with an ordinance rezoning 1019 N. 10th Street.

A motion was made by Director Crews seconded by Assistant Mayor Gosey to place the Ordinance on its first reading, excluding the metes and bounds description.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Aye"		

The Mayor called for the Clerk to read the ordinance.

The Clerk read the ordinance.

A motion was made by Director Crews seconded by Director Chaney to place the Ordinance on its second reading, title only.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Aye"		

PROPOSED 2023 BUDGET

Mr. Brinkley presented the Board with an update on the 2023 Budget.

YEAR-END ADDITIONAL COMPENSATION FOR STAFF

Mr. Brinkley and Ms. Wilson recommended the approval of the year-end additional compensation in the amount of \$500.00 for full-time employees and \$250 for part-time employees and volunteer's firefighters in good standing.

A motion was made by Director Cummings seconded by Director Crews to approve the year-end additional compensation in the amount of \$500.00 for full-time employees and \$250 for part-time employees and volunteer's firefighters in good standing.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Aye"		

UPDATE ON THE 2022 SLURRY SEAL PROGRAM

Mr. Brinkley presented the Board with an update that the 2022 Slurry Seal from Missouri Petroleum Products Co. LLC contract has been terminated.

No action was required.

CITY MANAGER'S REPORT

December 6, 2022

- I want to publicly thank Judge Troy Tucker for his assistance in helping us with our front-load dumpster equipment issues. Judge Tucker has lent us the use of his front loader after they have made their daily rounds. This has helped us to get a portion of the daily work completed. We could not have done what has been done without this assistance.

I want to publicly thank the Sanitation Dept for their hard work and creative problem-solving during some very dark times. At one time we had an accident that took out our new front load truck, the old front loader that was recently brought back to life had the push blade that expels the trash split in half and was thus out of service, the 2 trash hauling tractor rigs both went down at the same time... they have had their hands full the past month.

I know we have not been able to satisfy all our customers, please know the crew is working really hard and doing so much more hand work than before just to achieve what has been done.

Good news, our backup truck blade came in and is at the shop being replaced. The haul truck we purchase this summer as a backup has been repaired and received last week. We hope to receive the newer haul truck by the end of the year. A fresh start for the calendar year 2023.

If you see the men in Sanitation, please let them know how much you appreciate their work and "fighting the good fight" through all this turmoil.

- The contractor on the Airport Terminal estimates the substantial completion and ready for move-in to be December 15th. We will coordinate a grand opening/ribbon cutting on the first of next year.
- The work on the 3-bay hanger is progressing with the dirt work 2/3rds complete. The actual metal building arrived last week. Reminder, the building will be erected but the doors will not arrive until February so the project will not be completed until later in March, provided the doors arrive as projected.
- The 16th Street Water Tower is substantially complete. The cool weather has elongated the cure time on the coating. The project is estimated to be available for refill and the cell towers replaced on December 19th. Utility Manager Green has already advised Verizon of the December 19th date. My thanks to our Communication Manager, Emma Milner, for the great call on using the logo only. It stands out and is perfect.
- We have received a contract for the purchase of land from HSU for a future dog park. It is currently under review by Attorney McCorkle. The stated closing date is 12/14/22.
- Thank you to all who participated and/or attended the Christmas parade and ribbon cutting on Prancer's Plaza. It was a magical night for the folks that were there. Santa was awesome in his bigger-than-life chair and the Christmas tree and new Town Hall lights sponsored by South Central Electric all came together for a festive holiday atmosphere.

Dates to Remember:

- Staff luncheon sponsored by Patterson Federal Credit Union will be at 11:45 on December 13th. If your schedule allows, we'd love to see you there.
- The second Youth Archery class will be on Tuesday, December 13th at 4:00 pm at the Sports complex. It is free to anyone under 18 years of age.
- December 15th is another festive night in Prancer's Plaza. There will be Santa, sleigh rides, and the movie Elf showing so come on out and enjoy Prancer's Plaza on the 15th from 5:00 to 8:30 pm.
- City offices and Sanitation services will be closed on Dec 23 & 26 as the Christmas holiday is on the weekend.
- The Drive-Thru trash bag pickup event will be at the Rec Center from 7:00 am to 6:00 pm December 29, 29 & 30. Please bring your vouchers to receive your trash bags.

- City offices and Sanitation services will be closed on Monday, January 2nd as the New Year's holiday is on Sunday.

Taylor Chaney, Ward 1 – Nothing.

Chris Porter, Ward 2 – Absent.

Keith Crews, Ward 3 – He asked about the letter received from Clay Sexton's Law firm.

Reo Cummings, Ward 4 – He mentioned that on January 14th the MLK committee will be hosting a clean-up for Pine Street and they will also be holding a drive-thru breakfast on January 26th.

Jason Jones, Ward 5 – Nothing.

Roland Gosey, Assistant Mayor – Nothing.

Scott Byrd, Mayor – He requested prayers for City Treasurer Shacresha Wilson's family.

ADJOURNMENT

There being no further business to discuss, Assistant Mayor Gosey made the motion, seconded by Director Chaney to adjourn. **The motion passed unanimously, and the meeting adjourned at 6:48 p.m.**

Scott Byrd, Mayor


Samantha Roybal, City Clerk

ADDITIONAL ATTENDEES

Jason Hunt
Stuart Tapson
Bryce Bell
Lewis A. Shepherd, Jr.
Jason Jackson
John Schafer
David Green
DeAnna Graves
Julie Lacy



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager 
Date: December 12, 2022
Re: Ordinance to Adjust Bidding Requirements

Following the second reading, title only, staff recommends you place this item on its third reading, title only, at your next meeting.

Thank you.

ORDINANCE NO. 0-22-__

**AN ORDINANCE TO INCREASE THE PURCHASING AUTHORITY
OF THE CITY MANAGER, SETTING THE POLICY OF RECEIVING
COMPETITIVE BIDS THEREON AND REPEALING ORDINANCE O-13-09**

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF ARKADELPHIA, ARKANSAS, THAT:

Section 1. The City Manager, or his/her duly authorized representative shall have exclusive power and responsibility to make purchases of all supplies, apparatus, equipment, materials and other things necessary for public purposes in and for the city and to make all necessary contracts for work or labor to be done or material or other necessary things to be furnished for the benefit of the city or in carrying out any work or undertaking of a public nature therein where the total expenditure therefore is below the sum of Thirty-Five Thousand Dollars (\$35,000). Where the amount of expenditures for any purpose or contract is Thirty-Five Thousand Dollars (\$35,000) or more, the City Manager or his/her duly authorized representative shall invite competitive bidding thereon by legal advertisement in any local newspaper. Bids received pursuant to the legal advertisement shall be opened and read on the date set for receiving the bids in the presence of the City Manager or his/her duly authorized representative together with any committee that may be named by the City Manager or the governing body for this purpose. The contract shall be awarded by the City Manager and the Board of Directors to the lowest responsible bidder; provided, however, the City Manager and the Board of Directors may reject any and all bids received.

Section 2. Bids must be taken for any public improvement which includes the major repair or alteration or erection of buildings or other structures or other permanent improvements which exceeds \$50,000 in cost, pursuant to ACA § 22-9-203.

Section 3. The Board may waive the requirement of competitive bidding in exceptional circumstances where this procedure is not feasible all-in accordance with ACA § 14-47-138 as may be amended from time to time.

Section 4. The City Manager may approve for payment out of any funds previously appropriated for that purpose, or disapprove any bills, debts, or liabilities asserted as claims against the City. When funds on hand are inadequate to pay such bills, debts, or liabilities not covered by previous appropriations, confirmation shall be required by the Board of Directors.

Section 5. All ordinances and parts of ordinances in conflict herewith are hereby repealed and specifically repealed is Ordinance O-13-09.

PASSED AND APPROVED this ____ day of _____, 2022.

Scott Byrd, Mayor

Samantha Roybal, City Clerk



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager
Date: December 12, 2022
Re: Ordinance to Rezone 1019 N. 10th Street

A handwritten signature in blue ink, appearing to read 'Gary Brinkley', is written over the 'From:' line.

Following the second reading, title only, staff recommends you place the ordinance on its third reading, title only at the next meeting.

Thank you.

ORDINANCE NO. 0-22-

AN ORDINANCE TO REZONE CERTAIN PROPERTY GENERALLY DESCRIBED AS PARCEL 74-03298-000 / N 10TH STREET (KNOWN AS 1019 N 10TH STREET) IN SECTION 8 TOWNSHIP 7 SOUTH, RANGE 19 WEST IN THE CITY OF ARKADELPHIA, CLARK COUNTY, ARKANSAS; AMENDING THE ZONING MAP OF THE CITY OF ARKADELPHIA, ARKANSAS; AND FOR OTHER PURPOSES.

WHEREAS, Roger Austin Wingfield Revocable Trust wishes to rezone property described below to develop it at its highest and best use; and

WHEREAS, the Planning Commission held a public hearing on November 10, 2022 and voted to recommend that the Arkadelphia Board of Directors rezone property described herein from the present Multi-Family Residential Use District (R-3) to Highway Commercial District (C-2).

THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE CITY OF ARKADELPHIA, ARKANSAS:

SECTION 1: That the following properties, to wit:

A PT OF THE SE/4 SW/4 OF SECTION 8, T7S, R19W DESCRIBED AS COMMENCING AT THE SE CORNER OF THE SAID SE/4 SW/4 AND RUNNING N 89°02' WEST ALONG THE SOUTH LINE THEREOF A DISTANCE OF 138.3 FT TO A POINT THAT IS ON THE WEST RIGHT OF WAY LINE OF HWY 67; RUN THENCE N 18°11' WEST ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 1109.4 FT TO THE POB; RUN THENCE S 79°03' WEST A DISTANCE OF 200 FT; RUN THENCE N 18°11' W A DISTANCE OF 175 FT; THENCE N 79°03' EAST A DISTANCE OF 200 FT TO THE SAID WEST RIGHT OF WAY LINE OF HWY 67; RUN THENCE S 18°11' EAST ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 175 FT TO THE POB.

SECTION 2: Severability – If any section of this ordinance shall be declared unconstitutional or unlawful, only that section of the ordinance shall be affected and all other provisions of the ordinance shall remain in full force and effect.

SECTION 3: Any ordinance or parts of ordinances in conflict herewith are hereby repealed and this ordinance shall be in full force and effect from and after its passage and publication.

PASSED AND APPROVED this _____ day of _____, 2022.

APPROVED: _____
Scott Byrd, Mayor

ATTEST: _____
Samantha Roybal, City Clerk



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager
Date: December 14, 2022
Re: 2023 Property Insurance Policy

A handwritten signature in blue ink, appearing to read 'Gary Brinkley', is written over the 'From:' and 'Date:' lines.

Bids will be opened on December 19th.

You will be provided the proposals received at the Board meeting.

Thank you.



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager
Date: December 14, 2022
Re: Tyler Technologies Software for Accounting

A handwritten signature in blue ink, appearing to read 'Gary Brinkley', is written over the 'From:' line.

City Treasurer, Shacresha Wilson, is working with Tyler Technologies and will have a contract for your consideration at the Board meeting on Tuesday night.

Thank you.



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: December 14, 2022
Re: 2023 Final Budget Resolution

Thank you again for all the time you have invested with staff in the creation of the 2023 Budget.

After the last meeting presentation, we modified the last few items. There were some reallocations within departments and more specific explanations added for clarity. The net difference is an additional \$11,369 in projected revenue.

The Resolution before you is balanced and addresses the program of work we have discussed since the August Board Budget Retreat.

Staff requests you approve the 2023 Budget Resolution as presented.

Thank you.

RESOLUTION R-22-

A RESOLUTION PROVIDING FOR AND ADOPTING THE BUDGET FOR THE CITY OF ARKADELPHIA, ARKANSAS, FOR THE TWELVE (12) MONTH PERIOD BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023, APPROPRIATING MONEY FOR EACH AND EVERY ITEM OF EXPENDITURE THEREIN.

WHEREAS, Section 2 of Act No. 28 of 1959 provides that the City Board of Directors shall adopt an annual budget for operations of the City Government for the calendar year; and

WHEREAS, the City Board has made a comprehensive study and review of the proposed budget; and

WHEREAS, it is the opinion of the City Board of Directors that the schedule and exhibits of financial information prepared and reviewed revealing anticipated revenues and expenditures for the calendar year appear to be as accurate as possible for budgetary purposes.

NOW THEREFORE, BE IT ORDAINED BY THE CITY BOARD OF DIRECTORS OF ARKADELPHIA, ARKANSAS:

Section 1. This resolution shall be known as the budget resolution for the City of Arkadelphia, Arkansas for the twelve-month period beginning January 1, 2023 and ending December 31, 2023 reflecting estimated revenues and expenditures as hereinafter set forth in the budget attached hereto containing approximately 257 pages. The appropriations made herein include additional pay for holidays for all agents, servants, and employees of the City of Arkadelphia including but not limited to uniformed employees as provided for by the State of Arkansas. All revenues herein are estimated and subject to change and all appropriations are calculated upon available revenues and are also subject to change.

Section 2. The following respective amounts for each and every item of revenue and expenditure classification herein proposed in the budget for 2023 are hereby authorized and appropriated for the purposes herein set forth for the calendar year ending December 31, 2023.

	Revenues	Expenditures
General Fund	16,105,706	15,967,192
Street Fund	1,468,000	1,442,785
Water and Sewer	6,039,565	5,891,298
Franchise Fee Fund	1,280,587	740,000
Airport Fund	3,047,630	3,017,596
Fireman's Act 833	143,716	100,000
Outside Fire Protection Escrow Deposits	32,103	3
Series 2019 Capital Revenue Bond Fund	0	425,400
Administration of Justice Act 1256	464,606	463,206
Act 988	51,000	0
District Court Cost	45,300	100

Section 3. Whereas, by reason of the fact that the cities of Arkansas are required by law to adopt an annual budget each year beginning January 1, and ending December 31, in order to operate the City Government;

NOW THEREFORE, this resolution being necessary for the preservation of the public peace, health and safety, shall take effect and be in force from and after its passage and approval.

PASSED THIS ____ DAY OF DECEMBER, 2022

ATTEST:

Scott Byrd, Mayor

Samantha Roybal, City Clerk



MEMORANDUM

To: Arkadelphia Board of Directors
From: Gary Brinkley, City Manager
Date: December 15, 2022
Re: 2023 Holiday List

A handwritten signature in blue ink, appearing to read 'Gary Brinkley', is positioned to the right of the 'From:' line.

As required, attached please find the 2023 Holiday Calendar for your review and approval.

You will note we retained Juneteeth and have deleted Good Friday from the Calendar.

This brings us back to 13 holidays as before. Twelve holidays and the employee birthday for a total of 13.

By virtue of the approved budget, the funds have been allocated.



2023 HOLIDAY LIST

- Jan. 1 – New Year's Day –Saturday (Monday 2nd)
- Jan. 16 – Martin Luther King Jr. Day - Monday
- Feb. 20 - President's Day - Monday
- May 29 – Memorial Day – Monday
- June 19 – Juneteenth – Monday
- Jul. 4 – Independence Day - Tuesday
- Sep. 4 – Labor Day - Monday
- Nov. 10 – Veteran's Day – Friday
- Nov. 23 – Thanksgiving Day - Thursday
- Nov. 2 – Day After Thanksgiving - Friday
- Dec. 24 – Christmas Eve – Sunday (Monday 25th)
- Dec. 25 – Christmas Day – Monday (Tuesday 26th)
- Floating – Employee Birthday